

Mitt Romney
Governor

Kerry Healey
Lieutenant Governor

The Commonwealth of Massachusetts Department of Public Safety

One Ashburton Place, Room 1301
Boston, Massachusetts 02108-1618
Phone (617) 727-3200
Fax (617) 227-1754

Robert C. Haas
Secretary

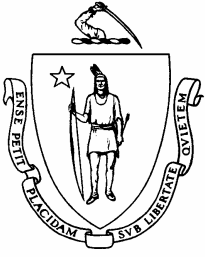
Thomas G.
Gatzunis P.E.
Commissioner

APPLICATION FOR CERTIFICATE OF INSPECTION

Massachusetts State Inspections for Non State Buildings/Chapter 111 This application is to be completed to request an inspection as required by Massachusetts General Law Chapter 111 and/or 780 CMR (The State Building Code) by a Department of Public Safety Building Inspector for a new or existing (renewal) facility as identified in the table below.				Please indicate whether this request is for a new or existing facility by checking the correct box below.	
				NEW	RENEWAL
FACILITY OWNER				Please indicate the DPS Tag Number for the location if known.	
CONTACT NAME		Title			
NAME OF BUILDING (If different from above)		Contact Phone Number			
STREET ADDRESS (Building to be inspected)					
CITY or TOWN		STATE		ZIP CODE	
Certificate of Inspection	Frequency	Fee	Number of units	Total Fee	
ITM/Care Facility for the Mentally Retarded	Annual	\$ 50.00			
Group Residences	Biennial	\$ 50.00			
Clinics, Infirmaries (Institutional Buildings)	Biennial	\$ 50.00			
Hospitals-First 100 Beds	Biennial	\$ 50.00			
Each Additional 25 Beds		\$ 10.00			
Day Care Centers	Annual	\$ 40.00			
Assemblies (1 to 50 occupants)	Annual	\$ 50.00			
Each additional 20 occupants		\$ 10.00			
		Total Fee Submitted			

Return this application with a check made payable to the *Commonwealth of Massachusetts*. Please mail to the address indicated below.

<div>Department of Public Safety One Asburton Place, Room 1301 Boston, MA 02108 <i>Attn: Michelle Hall, Building Inspection</i> Phone: (617) 727-3200, extension 25223</div>	Signature of Contact Person		
	Date of application		
	E-Mail Address	Michelle.Hall@state.ma.us	



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APPLICATION FOR CERTIFICATE OF INSPECTION

PROCEDURES

Attached, please find the *Application for Certificate of Inspection* requesting an inspection by a Department of Public Safety (DPS) Building Inspector of a new or existing (renewal) non-state building (or space within).

The application must be completed pursuant to the Massachusetts General Law (MGL) Chapter 111 §§ 51 and 71 (Also see MGL Chapter 140 § 206 for Public Swimming Pools) and Commonwealth of Massachusetts Regulations 780 CMR 106.5.1 and Table 106.5.1.

Please mail the "completed" application along with a check payable, if applicable, to the *Commonwealth of Massachusetts* to the following address:

Michelle Hall
Building Inspection
Department of Public Safety
One Ashburton Place - RM 1301
Boston, MA 02108

The inspectional procedure is as follows:

- ✓ Non-state building owners of hospitals, clinics, etc., are responsible to comply by submitting such an application with a check, if applicable, at least two months prior to the inspectional renewal expiration date. Generally, renewal reminders are not mailed to facilities.
- ✓ Building Inspection Reports are sent to the State Building Inspectors to schedule inspections in their districts.
- ✓ After inspections, Building Inspectors return a *Building Inspection Report* with results of the inspection to DPS main office for processing in one of the following manners:
 - *Certified* (Inspection approved) Certificate is issued and sent to facility,
 - *Work Order* (Certificate not issued because of deficiencies noted by inspector) Deficiencies as noted on the work order must be corrected and the work order must be

signed and sent back to the DPS indicating that work is complete. A re-inspection may be required if determined necessary by the inspector.

- ***None*** (Inspection must be rescheduled), or
- ***NOCO*** (Facility no longer exists, remove or archived).